

CITY OF BURBANK

SENIOR SURVEY AIDE

DEFINITION

Under direction, performs instrument work in a survey party, and does related work as required.

ESSENTIAL FUNCTIONS

Operates transit and level in the conduct of a variety of surveys such as property, topographic, cadastral, construction, and level; sets up, adjusts, and operates instruments to establish control points, lines, angles, elevations, grades, contours; makes field sketches, notes, and records; computes areas, distances, grades and typical field calculations; sets survey monuments and bench marks; cleans and adjusts survey instruments; performs computations and delineation involved to reduce field survey notes; performs drafting functions when assigned to office duties; may assist in directing survey party or conduct party in the absence of the Field Engineering Supervisor; locates underground facilities using electronic and survey techniques; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – and use of survey instruments; survey principles, methods, and techniques.
- Ability to - do drafting; use engineering survey instruments, and perform survey calculations; use a computer for calculations; take, interpret, and reduce field notes, and use trigonometric tables; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Completion of two years of engineering course work in an accredited college, one year of engineering survey work as a member of a field party. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Additional coursework in surveying or certification by the State of California as a Land Surveyor in Training.